



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN: PROGRAM ASSISTANT
(DEVELOPMENTAL DISABILITIES PROGRAM)

SALARY RANGE(S)	Range R: \$6,684 - \$7,592 per month <small>*The Starting Salary applies to those first entering State Service. The Maximum salary is typically for State Employees who meet the criteria for Annual Merit Salary Adjustments in increments of 5% until the maximum salary is attained.</small>
TENURE/TIME BASE	Permanent/Full Time
PROGRAM/DEPARTMENT	Various Programs
FINAL FILING DATE	Until Filled

DESCRIPTION OF DUTIES:

Sonoma Developmental Center has several vacancies for Permanent/Full-Time Program Assistants. Under the direction of the Program Directors, Program Assistants are responsible for assisting the Program Director in the planning, development, and evaluation of the services offered by the Program; assist in developing and maintaining relations with employees, the community, parents, schools, and volunteer groups; coordination and direction of the Interdisciplinary Team; coordinates and oversees the client protection process; analyzing data, identifying needs and trends and providing feedback and making recommendations to team members; carrying out the Department, Facility and program EEO objectives; coordination of Program budgets; has an awareness of and assists in the carrying out of licensing regulations and various standards; acts in the absence of the Program Director as needed to maintain continuity of services; reports both verbally and in writing to the Program Director and Management Team as often as necessary regarding work-related issues and/or to advise them of potential problem areas; evaluates client activities; assists in monitoring of staff and resources; assists staff in prioritizing client needs; allocation of Rehabilitation Therapists' staff hours, developing plans and reviewing resources to meet those needs.

WHO MAY APPLY:

Applicants must possess Civil Service Eligibility and must meet the minimum qualifications of this classification to be qualified. Eligibility may consist of one of the following: list eligibility, lateral transfer or reinstatement to state service. Applicants must indicate their eligible status in the title section of the Employment Application (STD. 678). For more information on the qualifications, please visit the California Department of Human Resources website at www.calhr.ca.gov. The STD. 678 may be obtained by visiting the Human Resources Office at Sonoma Developmental Center, other state agency human resources offices, or may be downloaded from the California Department of Human Resources website. Please mail or hand-deliver your application to the address indicated below. Appointments may be subject to Departmental Restriction of Appointment (DROA), State Restriction of Appointment (SROA), Surplus and Re-employment List procedures, pre-employment physical, drug screening, and fingerprint clearance. Applications will be reviewed and only the most qualified applicants will receive a selection interview.

Applications must be received to the address specified below no later than 5:00 p.m. (close of business) of the final filing date unless otherwise specified. Applications personally delivered or received via mail after the final filing date will not be accepted. Faxed applications or resumes will not be accepted.

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD-678) TO THE FOLLOWING:

Sonoma Developmental Center
Human Resources Examination Unit – Room 124 Porter Administration Building (PAB)
P.O. Box 1493 (Please use for mailing)
15000 Arnold Drive
Eldridge, CA 95431
(707) 938-6570

(Please Contact Charlotte Jones for questions specific to the essential function of the position only. General questions and Civil Service eligibility will be determined by the selection analyst in the Human Resources Department.

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.